


**UNIVERSITY OF TOLEDO
FACILITIES AND CONSTRUCTION**

Section:	General Maintenance	Procedure Number:	GM-14
Subject:	Automatic Operating Doors- Operational Checks and Maintenance	Effective Date:	January 1980
		Revised Date:	November 2016
Facilities Officer:		Reviewed Date:	December 2019

Standard Operating Procedure

Visual and functional checks of all automatic operating doors will be performed annually.

Purpose

To ensure that automatic doors are functioning properly.

Procedure

Quarterly:

1. Test operation of doors for proper opening/closing.
2. Test operation of electric eye.
3. Inspect door and frames for damage.
4. Remove any obstructions which may hinder the movement of the doors.
5. Check to see that proper signs are on the doors.
6. Record findings after completion of rounds.
7. Check roller/sliding arms for wear; grease or oil as needed.
8. If a problem is discovered which is determined to be electrical or electronic in nature, the "inspector" will report such findings to his/her immediate supervisor.